

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 24 June 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 25, Week of 18 - 24 June 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 18 June there were people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 18 June. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 18 June were as follows:

	Tested	Qualified	
Shorthand	<input type="text"/>		25X1
Typewriting			

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 24 June were as follows:

	Tested	Qualified	
Shorthand	<input type="text"/>		25X1
Typewriting			

5. Joins Clerical Training Staff. 25X1
 joined the Clerical Training Staff as a summer employee on 18 June 1957. She will assist the three components of Clerical Training during her employment.

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